

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Environmental Specialist I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Reviews site plans and performs technical inspections of public and private projects to ensure compliance with environmental regulatory programs. Conducts routine erosion and sediment control inspections, investigates complaints and initiates enforcement actions. Maintains database, utilizes City Geographic Information System program to analyze land use issues, and writes various reports detailing environmental compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Ensures commercial project erosion and sediment control by conducting weekly inspections, inspecting after each rain, writing inspection reports, identifying deficiencies, communicating with superintendents and project managers, and conducting legal enforcement action.
2	M	Monitors site plans and private residential projects by reviewing for conformity with the Chesapeake Bay Preservation Act, identifying required elements on site plans, conducting and verifying wetland delineations, identifying other water quality issues, writing reports detailing how projects can comply with environmental regulations, coordinating environmental and land use issues with other departments, utilizing the City Geographic Information System to analyze and review projects, and making presentations to the Board of Zoning Appeals.
3	S	Provides support and information by investigating citizen complaints, preparing information, conducting background research, explaining CBPA, wetlands and erosion and sediment control program requirements to citizens, developers, contractors, engineers and city departments, maintaining databases, utilizing permit tracking system, organizing system, operating digital cameras, transcribing information from report forms and generating reports.
4	L	Provides support to emergency response clean-up teams as needed.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a scientific profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	One year experience.
Certifications and Other Requirements	Valid Driver's License, Erosion, Sediment Control Plan Review and Inspection, Special Police Officer Commission
Reading	Work requires the ability to read city ordinances, various reports, legal summons, site plans, correspondence, scientific journals, technical manuals, tide charts, engineering plans, aerial photo interpretation, and road maps.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various technical reports, legal summons, field notes, and correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Interacts with others in the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, home owners, contractors, real estate agents, attorneys, engineers and other professionals.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inspections, site plan reviews, office equipment
Sitting	F	Computer, desk work, driving
Walking	F	Inspections, site plan reviews, to/from construction sites, to/from office equipment
Lifting	F	Shovel, field equipment
Carrying	F	Shovel, field equipment
Pushing/Pulling	F	Shovel, chair, desk drawers
Reaching	F	Plants, dirt samples, electrical outlets under desk
Handling	F	Shovel, erosion equipment, dirt samples, plants
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator, digital camera
Kneeling	F	Analyzing soil and vegetation
Crouching	F	Analyzing soil and vegetation
Crawling	O	Plugging in computer equipment
Bending	F	Analyzing soil and vegetation
Twisting	F	Inspections
Climbing	F	Stairs, seawalls
Balancing	F	Stairs, seawalls
Vision	C	Computer, desk work, inspections, driving
Hearing	C	Staff, supervisor, citizens, developers, contractors, engineers, telephone
Talking	F	Staff, supervisor, citizens, developers, contractors, engineers, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, tape measure, scales, shovel, copy machine, fax machine, calculator, machete, telephone, compass, computer, digital camera, Standard Microsoft Windows and Office software, H.T.E. permit tracking system, Geographical Information Systems, Photo Recall

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	W	Noise and Vibration	W	Shop	--
Fire Hazards	W	Fumes and Odors	W	Vehicle	--
Explosives	W	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	S	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	--				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel toed boots, rubber water boots

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)